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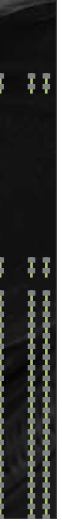
**INBOX**

FILING SYSTEMS®

*INGENIOUS FILING, INSPIRED RESULTS*



*INGENIOUS FILING, INSPIRED RESULTS*



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ARCHIVE INBOX

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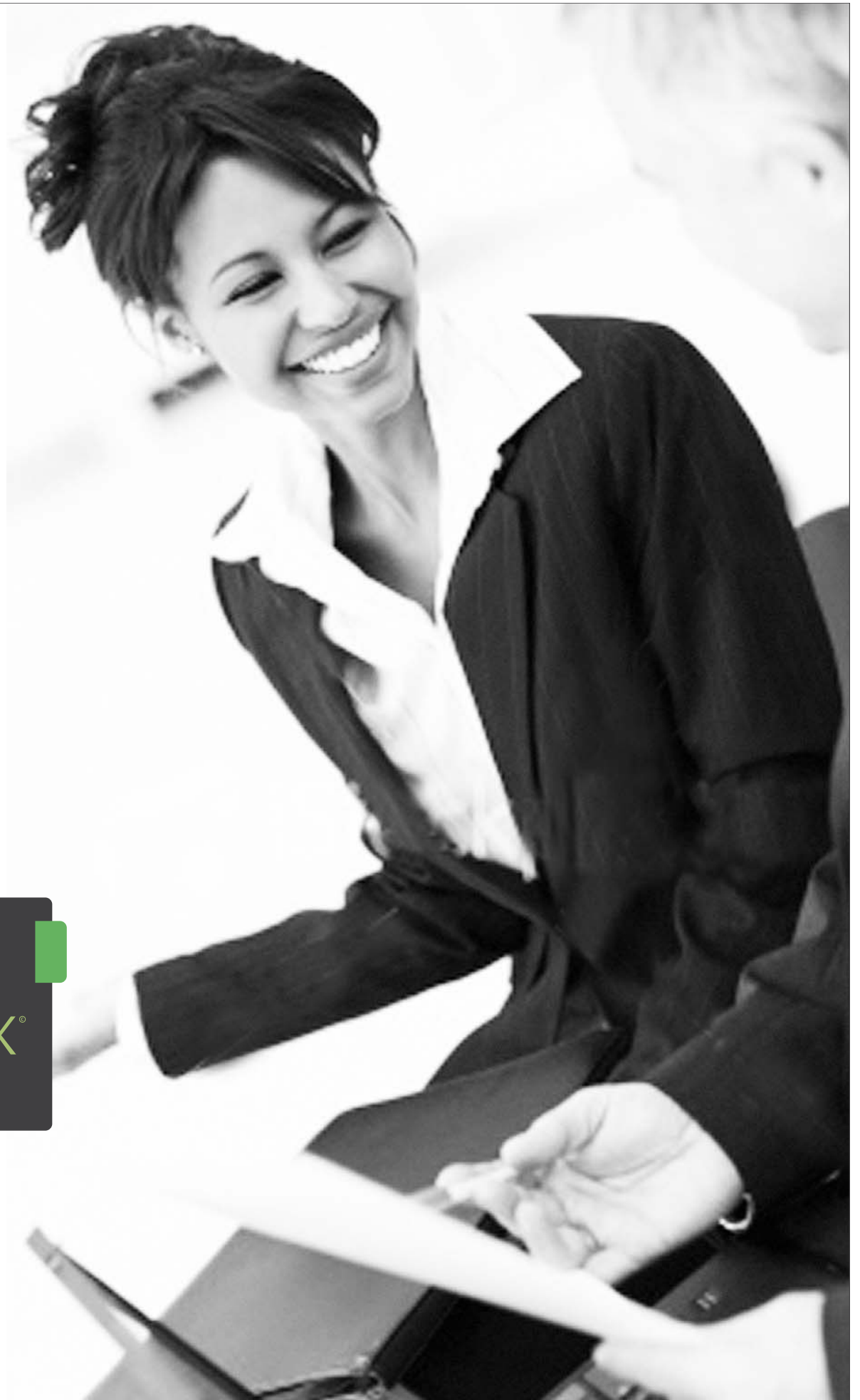
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ELECTRONIC INBOX



FILE  
**INBOX**<sup>®</sup>

*THE ACHIEVEMENT OF THE DIGITAL AGE HAS ENABLED MORE PEOPLE TO CREATE, SHARE AND STORE MORE DOCUMENTS, RESULTING IN HIGHER PRINT RUNS THAN EVER BEFORE.*



*WHAT DO WE DO WITH ALL THIS PAPER?*

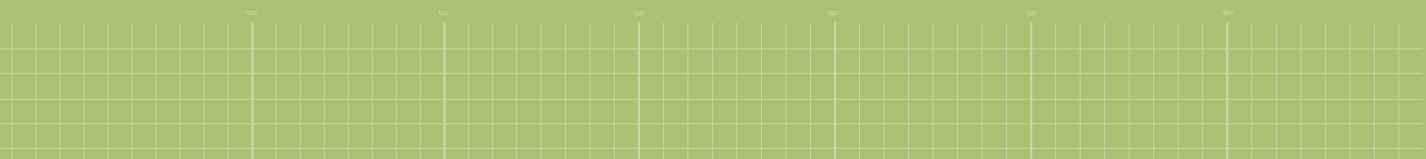
*INBOX FILING SYSTEMS IS THE RESULT OF STUDYING PAST FILING SYSTEM DESIGNS AND AN INSPIRING LOOK TO PRESENT AND FUTURE FILING NEEDS.*

*WE OFFER PRACTICAL WORK SPACE SOLUTIONS; FILING SYSTEM DESIGN; QUALITY PAPER BASED FILING STATIONERY AND SIMPLE SOLUTIONS TO DETOX ANY OFFICE.*

*WE INVITE YOU TO TAKE A GLIMPSE AT YOUR DESK AND DECIDE WHETHER YOUR OFFICE AND FILING SPACE OFFERS YOU THE FOLLOWING;*

*PRACTICALITY, SIMPLICITY, EFFICIENCY AND MOST IMPORTANTLY AN INSPIRED WORK SPACE.*

## **INGENIOUS FILING, INSPIRED RESULTS**



# TOP RETRIEVAL FILES & ACCESSORIES

## WHAT IS A TOP RETRIEVAL FILE?

A TOP RETRIEVAL FILE HAS A PRINTED INDEX RULER ON THE TOP OF THE FILES. FILES CAN EITHER HAVE FLAPS ON EACH SIDE OF THE FILE OR A STANDARD CUT & FOLDED FILE.

**ADVANTAGE:** THE INDEX RULER CLEARLY DIFFERENTIATES VARIOUS DOCUMENT TYPES, EITHER BY NAME, NUMBER OR PERIOD. THIS METHOD CREATES VISUAL GROUPINGS OF DOCUMENT TYPES. FLAPS KEEP CONTENT FROM FALLING OUT.

**BENEFIT:** CLEAR VISIBILITY OF FILES, ENSURING ACCURACY IN SEARCHING AND FILING DOCUMENTS. THIS LEADS TO FASTER SEARCHES AND INCREASED TIME EFFICIENCY.

ALL FILES CAN BE CUSTOM PRINTED WITH CLIENTS OWN BRAND/LOGO/ARTWORK.

## TOP RETRIEVAL FILES



COLOURS  
LIGHT CREAM

## CUSTODIAN FILES

**FEATURES:** LIGHT CREAM FILES ARE FROM LOCALLY MANUFACTURED PAPER. ACID FREE.

**ADVANTAGE:** SUITABLE FOR LITHO PRINTING. ACID FREE TO PREVENT COLOUR AND STRENGTH DETERIORATION OVER TIME. HARD WEARING PAPER, COST-EFFECTIVE AND READILY AVAILABLE.

CODE	DESCRIPTION	
C1101	LITE FILE WITH GUSSET	120GSM FOR FILING 1-100 SHEETS
C1102	MEDIUM FILE WITH FLAP	190GSM FOR FILING 100-250 SHEETS
C1102FC	MEDIUM FILE WITH BLACK FILE CLIP	190GSM FOR FILING 100-250 SHEETS
C1103	HEAVY FILE WITH FLAP	250GSM FOR FILING 250-400 SHEETS
C1103FC	HEAVY FILE WITH BLACK FILE CLIP	250GSM FOR FILING 250-400 SHEETS
C1104	XTRA HEAVY FILE WITH BLUE FILE CLIP	250GSM FOR FILING 250-400 SHEETS



COLOURS  
BUFF BLUE GREEN YELLOW ORANGE RED PINK GREY

## COLOURED FILES

**FEATURE:** COLOURED FILES ARE FROM LOCALLY MANUFACTURED PAPER. A 100% RECYCLED PAPER, PRODUCED FROM POST CONSUMER WASTE FIBRES. STANDARD CUT AND FOLDED FILES WITH OR WITHOUT FLAPS. SMOOTH SURFACE GUARANTEES OUTSTANDING FULL COLOUR PRINTING. ADDITIONAL COLOURS ON REQUEST.

**ADVANTAGE:** SUITABLE FOR LITHO PRINTING. STIFFNESS MAKES PRODUCT IDEAL FOR FOLDER/FILE APPLICATIONS AND FULL COLOUR PRINTING. ACID FREE TO PREVENT COLOUR AND STRENGTH DETERIORATION OVER TIME. HARD WEARING PAPER, COST-EFFECTIVE AND READILY AVAILABLE.

CODE	DESCRIPTION	
T1201	LITE FILE	160GSM FOR FILING 1-150 SHEETS
T1202	MEDIUM FILES	200GSM FOR FILING 150-250 SHEETS
T1203	HEAVY FILES	240GSM FOR FILING 250-350 SHEETS

“EFFICIENT ORGANISATIONS IMPLEMENTS SOUND RECORDS MANAGEMENT SYSTEMS TO BE ABLE TO COPE WITH GROWTH”

## ACCESSORIES



2104P



## FILE BOXES

**FEATURE:** FILING CABINETS ALONE DO NOT ALLOW SUPPORT FOR FILES. LARGER BOUND DOCUMENTS THAT CAN NOT FIT INTO A SINGLE FILE CAN BE FILED IN A FILE BOX. FILE BOXES ALLOW FOR EASY TRANSPORT OF FILES AND TAKES UP LESS DESK SPACE THAN FILES LYING AROUND. A FILE BOX KEEPS FILES IN AN UPRIGHT POSITION. ADDITIONAL COLOURS ON REQUEST.

**ADVANTAGE:** CLEAR VISIBILITY OF FILES, ENSURING ACCURACY IN SEARCHING AND FILING DOCUMENTS. THIS LEADS TO FASTER SEARCHES AND INCREASED TIME EFFICIENCY.

CODE	DESCRIPTION
2101B	FILE BOX – GREEN BOARD (KEEP TOP RETRIEVAL FILES IN POSITION).
2102B	FILE BOX – COLOURED BOARD
2103P	FILE BOX – GREY SOLID PLASTIC
2104P	FILE BOX – COLOURED SOLID PLASTIC
2105P	FILE BOX – GREY VENT PLASTIC
2105PC	FILE BOX – COLOURED VENT PLASTIC
2106	DOCUMENT BOX – GREEN / BLUE BOARD (KEEP LOOSE DOCUMENTS IN POSITION).



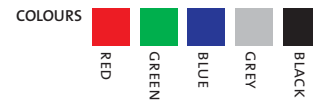
2101B



2105



2106



ARCHIVE INBOX

CUBBY INBOX

ELECTRONIC INBOX

# TOP RETRIEVAL FILES & ACCESSORIES

INDEX LABELS  
INDEX CARDS  
FILE CLIPS

## ACCESSORIES

### INDEX LABELS

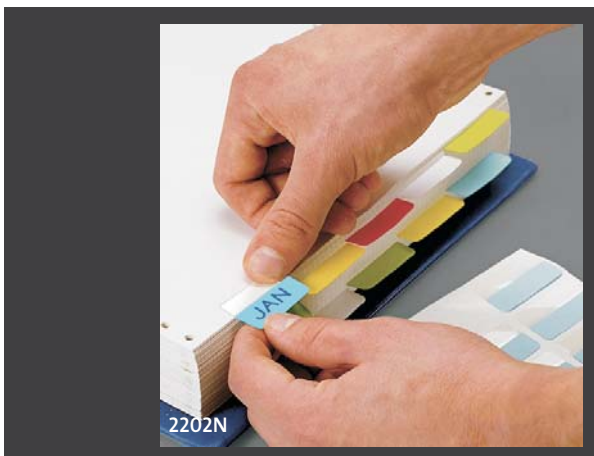
**FEATURE:** AN INDEX LABEL IS USED TO PRINT OR WRITE THE CONTENT OF A FILE ONTO THE LABEL. INDEX LABELS ARE SELF-ADHESIVE AND SUITABLE FOR LASER PRINTING.

**ADVANTAGE:** CLEAR VISIBILITY OF FILES, ENSURING ACCURACY IN SEARCHING AND FILING DOCUMENTS.

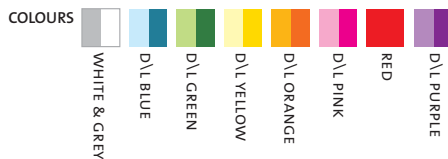
CODE	DESCRIPTION
2201A	ALPHABETIC INDEX LABELS
2201N	NUMERIC INDEX LABELS
2202A	ASSORTED ALPHABETIC INDEX LABELS
2202N	ASSORTED NUMERIC INDEX LABELS
2203	PLASTIC INDEX POCKET FOR FILE BOXES
2220	LABEL PRINTING SOFTWARE



2202A



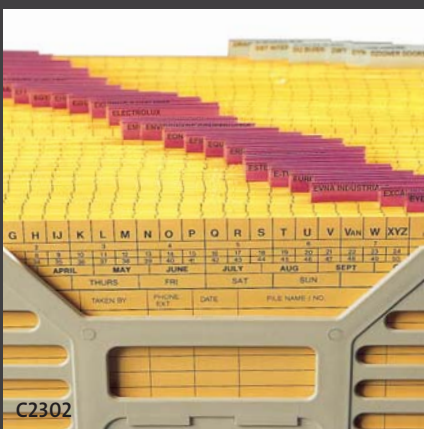
2202N



## ACCESSORIES



T2304



C2302

## INDEX CARDS

**FEATURE:** AN INDEX CARD HAS EITHER A PRINTED INDEX RULER ON THE TOP/SIDE OF A SINGLE A4 BOARD OR PLAIN CUT INDEX DIVIDERS. AVAILABLE IN CUSTODIAN OR COLOURED PAPER.

AN INDEX CARD IS USED TO IDENTIFY GROUPS OF INFORMATION; WITHIN SINGLE FILES (#2301 FILE DIVIDER) OR YOUR FILING SYSTEM AS A WHOLE (#2302 DIVIDER INDEX CARDS). FILE OUT CARDS (#2303) ARE USED TO BOOK FILES OUT OF A FILING SYSTEM, SHOWING OTHER USERS THAT THE FILE IS IN CIRCULATION.

**ADVANTAGE:** INDEX CARDS ASSISTS WITH SUB-DIVIDING YOUR FILING INTO SMALLER GROUPS OF INFORMATION ACCORDING TO SUBJECTS AND DOCUMENT TYPES.

CODE	DESCRIPTION
C2301	PRE-PUNCHED FILE DIVIDERS
C2302	A4 DIVIDER CARDS
T2303	A4 FILE OUT CARDS: RED
T2304	PRE-PUNCHED COLOURED FILE DIVIDERS
T2305	A4 COLOURED DIVIDER CARDS



C2302

# TOP RETRIEVAL FILES & ACCESSORIES

INDEX LABELS  
INDEX CARDS  
FILE CLIPS

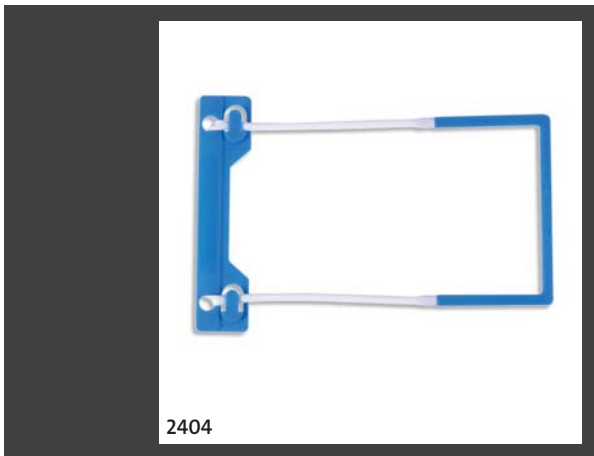
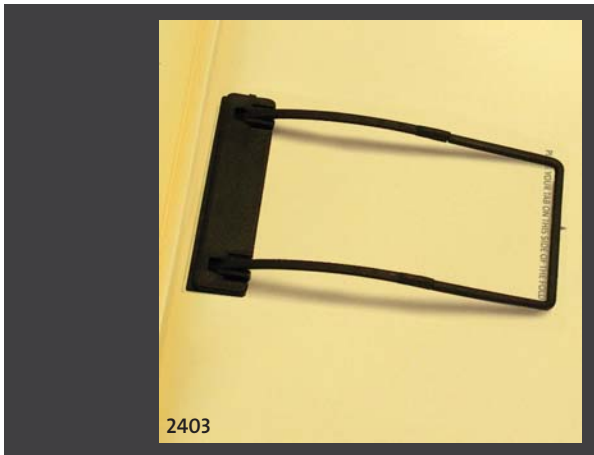
## ACCESSORIES

### FILE CLIP

**FEATURE:** THE FILE CLIP KEEPS PUNCHED DOCUMENTS SECURE IN A FILE OR BOX.

**ADVANTAGE:** THE FILE CLIP IS MADE FROM LIGHT WEIGHT PLASTIC OR METAL AND SELF-ADHESIVE. LARGE DOCUMENTS AND FILES THAT ARE HANDLED BY MULTIPLE USERS WILL BENEFIT FROM A CLIP BY KEEPING THE CONTENT OF A FILE IN ORDER.

CODE	DESCRIPTION
2401	METAL FILE CLIP FOR LOOSE FILING OR LITE FILING
2402	WHITE PLASTIC CLIP FOR LITE FILING
2403	BLACK PLASTIC FILE CLIP FOR MEDIUM FILING
2404	BLUE PLASTIC TUBE FILE CLIP FOR HEAVY FILING



# TRADITIONAL OFFICE FILES & FOLDERS

LEVER ARCH FILES & RINGBINDERS  
 SPRING CLIP BOX & MAGAZINE BOX  
 ADAPTA-FILES  
 TRADITIONAL FILES  
 OFFICE PRODUCTS & STATIONERY

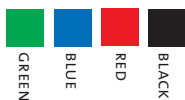


3104B

COLOURS FOR PVC FILES



COLOURS FOR BOARD FILES



3101P



3102P

## LEVER ARCH FILES & RING BINDERS

**FEATURES:** THE BASIC FEATURE OF A LEVER ARCH FILE AND RING BINDER IS A BOARD OR PVC COATED FILE WITH A LARGE METAL CLIPPING MECHANISM. BEST SUITED TO FILING ON SHELVES. AVAILABLE IN VARIOUS SIZES AND COLOURS. SMOOTH SURFACE GUARANTEES OUTSTANDING FULL COLOUR PRINTING FOR CUSTOM BRANDING.

**ADVANTAGE:** A LEVER ARCH FILE/RING BINDER CAN BE USED TO FILE LARGE PUNCHED DOCUMENTS SECURE IN A FILE. INDEX CARDS CAN BE USED TO SUB-DIVIDE DOCUMENTS WITHIN THE FILE. LARGER VOLUMES OF PAPER DOCUMENTS CAN BE FILED IN ONE FILE.

CATEGORY	CODE	DESCRIPTION
PVC LEVER ARCH FILE	3101P	PVC LEVER ARCH A4
	3102P	PVC LEVER ARCH MINI
BOARD LEVER ARCH FILE	3104B	LEVER ARCH A4 BLACK & WHITE MOTTLE
	3105E	EXECUTIVE LEVER ARCH
	3105B	LEVER ARCH A4 COLOUR
RING BINDERS	3110	RING BINDER A4 MOTTLE
	3111	RING BINDER A4 BLACK
	3112	RING BINDER A4 COLOUR
LEVER ARCH STORAGE BOX	3120	LEVER ARCH SINGLE DIVISION STORAGE BOX
	3121	LEVER ARCH 4 DIVISION STORAGE BOX
	3122	LEVER ARCH 5 DIVISION STORAGE BOX
	3123	LEVER ARCH 6 DIVISION STORAGE BOX



3122

ARCHIVE INBOX

CUBBY INBOX

ELECTRONIC INBOX

# TRADITIONAL OFFICE FILES & FOLDERS

LEVER ARCH FILES & RINGBINDERS  
 SPRING CLIP BOX & MAGAZINE BOX  
 ADAPTA-FILES  
 TRADITIONAL FILES  
 OFFICE PRODUCTS & STATIONERY

## SPRING CLIP BOX & MAGAZINE BOX

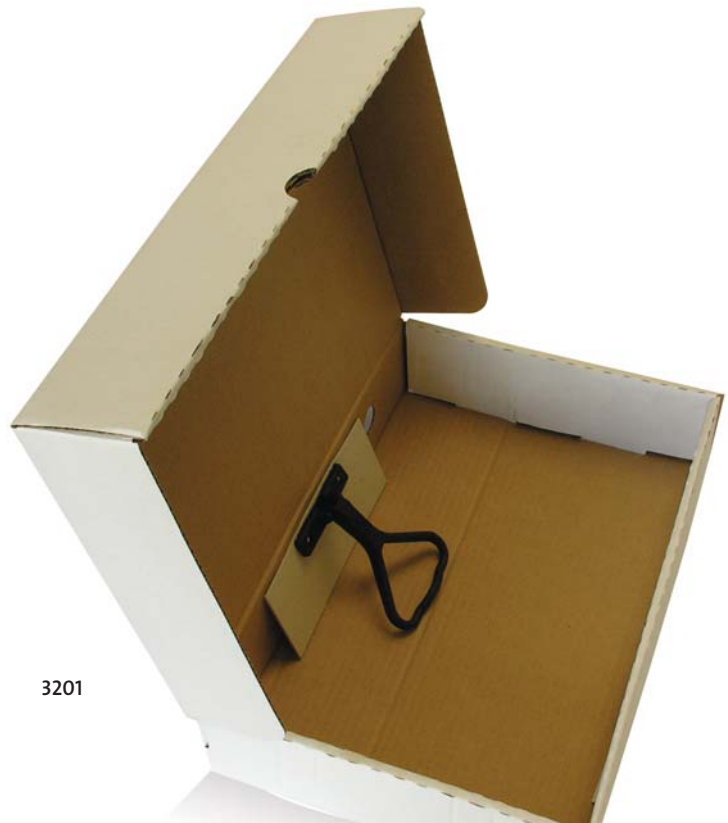
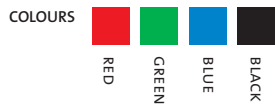
**FEATURE:** A SPRING CLIP & MAGAZINE BOX IS USED TO STORE EITHER LOOSE DOCUMENTS OR BROCHURES. THE SPRING CLIP BOX REQUIRES NO PUNCHING OR CLIPPING OF LOOSE DOCUMENTS AND CAN BE STORED FLAT. THE MAGAZINE BOX IS IDEAL FOR GROUPING VARIOUS TYPES OF INFORMATION TOGETHER, E.G.. BROCHURES, MANUALS OR MAGAZNES.

**ADVANTAGE:** CLEAR VISIBILITY OF BROCHURES/MAGAZINE, ENSURING ACCURACY IN SEARCHING AND FILING DOCUMENTS. THIS LEADS TO FASTER SEARCHES AND INCREASED TIME EFFICIENCY.

CATEGORY	CODE	DESCRIPTION
SPRING CLIP BOX	3201	SPRING CLIP BOX
MAGAZINE BOX	3202	MAGAZINE BOX



3202



3201

“ORGANISATIONS NEED A RECORDS MANAGEMENT SYSTEM THAT ALLOWS USERS TO RETRIEVE AND REUSE CORPORATE KNOWLEDGE IN AN ACCURATE AND TIMELY MANNER”

## ADAPTA FILES & MAXI FILES

**FEATURE:** AN ADAPTA FILE & MAXI FILE IS A STANDARD LEVER ARCH FILE WITH A PLASTIC PANEL THAT CLOSSES THE FILE TO FORM A BOX FILE. AVAILABLE IN VARIOUS COLOURED SIDE PANELS.

**ADVANTAGE:** AN ADAPTA FILE & MAXI FILE CAN BE USED TO FILE LARGE PUNCHED DOCUMENTS SECURE IN A FILE. THE PLASTIC PANEL ENSURES THAT THE FILE DOES NOT FALL OVER WHEN IT IS FILLED WITH THE MAXIMUM SHEETS OF PAPER. INDEX CARDS CAN BE USED TO SUB-DIVIDE DOCUMENTS WITHIN THE FILE. LARGER VOLUMES OF PAPER DOCUMENTS CAN BE FILED IN ONE FILE.

CODE	DESCRIPTION
3200	ADAPTAFILE
3201	MAXIFILE



3200

### COLOURS



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# TRADITIONAL OFFICE FILES & FOLDERS

LEVER ARCH FILES & RINGBINDERS  
 ADAPTA-FILES  
 SPRING CLIP BOX & MAGAZINE BOX  
 TRADITIONAL FILES  
 OFFICE PRODUCTS & STATIONERY



## TRADITIONAL FILES

**FEATURE:** WE STOCK TRADITIONAL RETAIL FILES AND ACCESSORIES. FLAT FILES, COLOURED FOLDERS, FILE SORTERS, DRAWER DIVIDERS, SUSPENSION FILES, ACCESSIBLE FILES. PLEASE ENQUIRE ABOUT OUR FULL RANGE. IF YOU NEED IT, WE CAN SUPPLY IT.

CATEGORY	CODE	DESCRIPTION
FLAT FILES	3301	ACCESSIBLE FILES MANILLA A4
	3302	ACCESSIBLE FILES MANILLA F/S
	3303	ACCESSIBLE FILES MANILLA F/S WITH STEEL MECH.
	3304	FLAT FILES MANILLA F/S
FOLDERS	3320	MANILLA FOLDERS 2 FLAP
	3321	MANILLA FOLDERS 3 FLAP
	3322	MANILLA FOLDERS 5 CUT TABS
	3323	DOCUMENT WALLET
SUSPENSION FILES & LATERAL FILES	3330	SUSPENSION FILES F/S (BLUE, GREEN, PINK, YELLOW)
	3331	SUSPENSION FILES A4 (BLUE)
	3332	LATERAL SUSPENSION FILES
	3333	SUSPENSION FILES TABS & INSERTS
	3334	LATERAL FILE TABS AND INSERTS
	3335	A4 LATERAL FILE
	3336	FOOLSCAP LATERAL FILE
INDEX CARDS	3340	DIVIDERS RAINBOW A4 A-Z
	3341	DIVIDERS RAINBOW A4 JAN-DEC
	3342	DIVIDERS RAINBOW A4 1-31
	3343	FILE SORTER



"A GOOD RECORD KEEPING SYSTEM WILL ENSURE CORPORATE KNOWLEDGE IS ORGANISED AND MANAGED"



3320



3321



ARCHIVE INBOX

CUBBY INBOX

ELECTRONIC INBOX



# OFFICE PRODUCTS & STATIONERY

WE OFFER AN EXTENSIVE RANGE OF 3L OFFICE PRODUCTS TO CATER FOR ALL YOUR STORAGE REQUIREMENTS.

## STORAGE POCKETS

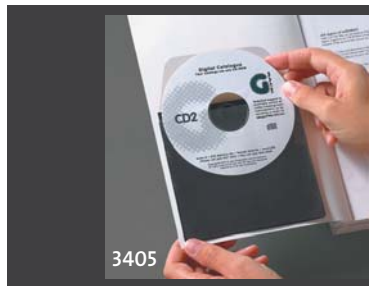
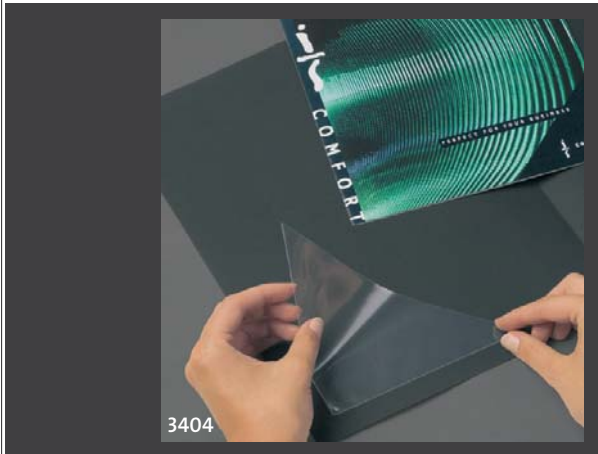
**FEATURE:** ATTACH THE FILING POCKETS TO RING BINDERS, FOLDERS, CATALOGUES OR BROCHURES TO PROVIDE A CONVENIENT STORAGE PLACE FOR MANUALS, LEAFLETS, PRICE LISTS, PHONE LISTS ETC. ADHERES TO MOST SURFACES.

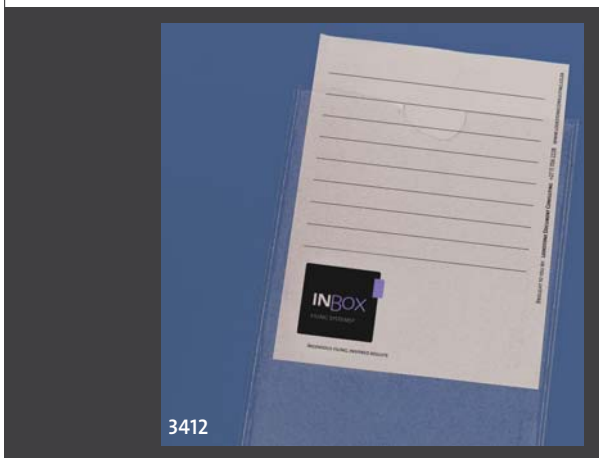
CATEGORY	CODE	DESCRIPTION
A-POCKETS	3401	A4 TRANSPARENT SELF-ADHESIVE POCKET
	3402	A5 TRANSPARENT SELF-ADHESIVE POCKET
CORNER POCKETS	3403	A4 TRANSPARENT SELF-ADHESIVE POCKET
	3404	A5 TRANSPARENT SELF-ADHESIVE POCKET

## MEDIA STORAGE POCKETS

**FEATURE:** CD POCKETS PROVIDE PROTECTION OF MEDIA AGAINST DUST AND DIRT. PERFECT FOR STORAGE, ARCHIVING AND TRANSPORTING. ADHERE TO ALMOST ANY SURFACE.

CD POCKET WITH PROTECTIVE INLAY	3405	THE PROTECTIVE INLAY PROVIDES EXTRA PROTECTION 127X127MM
CD POCKETS	3406	127X127MM WITH FINGER HOLE
	3407	127X127MM WITH FLAP





## RELABELLING

**FEATURE:** SELF-ADHESIVE LABEL HOLDERS WITH REPLACEABLE INSERTS. ALLOWS FOR QUICK AND ACCURATE REFERENCE OF CATALOGUES, BINDERS, MAGAZINES, LETTER TRAYS, DRAWERS, ETC.

WITH THE 3L INSERT MAKER PROGRAMME, INSERTS FOR THE LABEL HOLDERS CAN EASILY BE MADE. THIS CAN BE DOWNLOADED FREE OF CHARGE.

CATEGORY	CODE	DESCRIPTION
LABEL HOLDERS	3410	RING BINDERS 35x75MM
	3411	ADAPTA AND MAXI FILES 46x75MM
	3412	LEVER ARCH FILES & FILE BOXES 55x102MM
	3413	ARCHIVE BOXES 62x150MM
	3414	SHELVING LABEL HOLDERS 20x150MM
	3415	SHELVING LABEL HOLDERS 40x150MM

## INDEXING

**FEATURE:** DOUBLE SIDED TABS ALLOW YOU TO IDENTIFY FILES BY WRITING ON BOTH SIDES OF THE TAB.

CATEGORY	CODE	DESCRIPTION
INDEX TABS	3420	12x40MM ASSORTED COLOURS PER PACK OF 48
	3421	12x40MM WHITE

## MAXI TABS

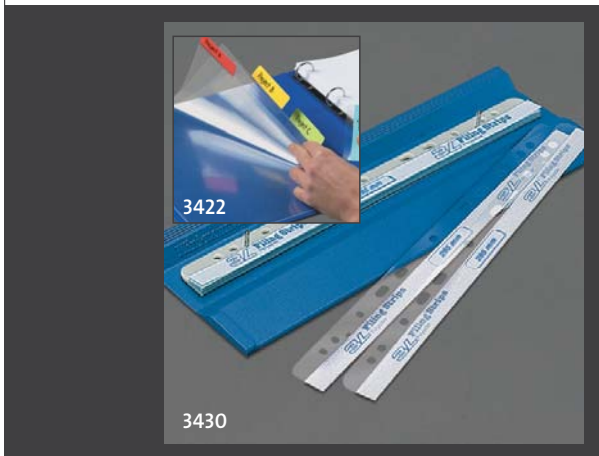
**FEATURE:** IDEAL FOR QUICK INDEXING OF FILES, PRINT-OUTS, MANUALS OR CATALOGUES.

CATEGORY	CODE	DESCRIPTION
MAXI TABS	3422	30x70MM ASSORTED COLOURS PACK OF 32
	3423	30x70MM WHITE

## FILING STRIPS

**FEATURE:** IDEAL FOR INSERTING DOCUMENTS IN BINDERS WITHOUT PUNCHING HOLES. EG. BUILDING PLANS, LEGAL DOCS. ETC.

CATEGORY	CODE	DESCRIPTION
FILING STRIPS	3430	A4 FILING STRIPS





ARCHIVE  
**INBOX**<sup>®</sup>



*POOR ACCESSIBILITY TO INFORMATION COSTS BETWEEN 5% AND 10% OF TURNOVER. OUR EXPERIENCE HAS PROVEN TO HAVE A SIGNIFICANT IMPACT ON OUR CLIENTS' EFFICIENCY, QUALITY AND SHARING OF INFORMATION.*

*INBOX FILING SYSTEMS SPECIALIZES IN THE FIELD OF OFFERING SOLUTIONS TO EVERYDAY CHALLENGES REGARDING FLOOR SPACE MAXIMIZATION AND PAPER FLOW MANAGEMENT.*



*OUR ARCHIVE AND FILING FURNITURE RANGE OFFERS INSTANT RESULTS COMBINED WITH PRACTICAL IMPLEMENTATIONS ON THE BEST SUITED FILING SYSTEMS.*

## *INGENIOUS FILING, INSPIRED RESULTS*



# ARCHIVE SOLUTIONS RANGE

ACTIVE OFFICE ARCHIVING  
OFF SITE ARCHIVING  
HOME OFFICE ARCHIVING

## ARCHIVE RANGE

**FEATURES:** OUR TRADITIONAL ARCHIVE AND SEMI-ACTIVE DOCUMENT STORAGE PRODUCTS ARE DESIGNED TO FIT INTO EXISTING STORAGE CABINETS OR SHELVING. BY SETTING UP AN EFFECTIVE FILING SYSTEM TO IDENTIFY VARIOUS RETENTION PERIODS OF DOCUMENTS, ARCHIVING SHOULD BE DONE REGULARLY TO DECLUTTER YOUR ACTIVE FILING ENVIRONMENT.

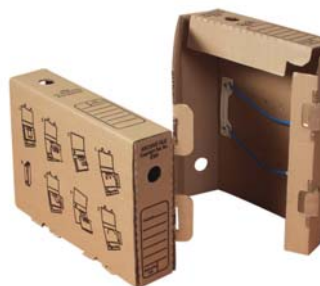
CODE	DESCRIPTION
4100	STANDARD ARCHIVE BOX
4101	JUMBO ARCHIVE FILE BOX
4102	LEVER ARCH ARCHIVE STORAGE BOX WITH LID
4103	JUMBO STORAGE BOX WITH LID TO HOUSE ARCHIVE BOXES
4104	INDEX BOARD
4105	TAX BOX
4106	ARCHIVE FILE WITH CLIP
4107	ARCHIVE FILE DRAWER
4108	LEGAL ARCHIVE STORAGE BOX
4109	JUMBO ARCHIVE STORAGE BOX WITH LID



4100



4102 / 4109



4106



4103

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z A B C D E F G H I J K L M N

“THE CONCEPT OF A CORPORATE KNOWLEDGE PLAN IS TO ORGANISE INFORMATION USING RECORDS MANAGEMENT PRINCIPLES”



CUBBY INBOX

ELECTRONIC INBOX



CUBBY  
**INBOX**<sup>®</sup>



*FILING STORAGE IS AN ESSENTIAL PART OF THE PLANNING OF AN EFFICIENT WORKSPACE. INCORRECT OFFICE FURNITURE CAN LEAD TO LOSSZ OF VALUABLE FLOOR SPACE, UNATTRACTIVE OFFICE SPACES, AND OCCUPATION-ALLY HAZARDOUS AREAS OF FILING. THIS CAN ALL LEAD TO LOW PRODUCTIVITY.*

*WITH A RANGE OF PRACTICAL AND AESTHETICALLY GOOD LOOKING STORAGE UNITS OUR RANGE IS SURE TO INSPIRE YOUR FILING SPACE.*

## *INGENIOUS FILING, INSPIRED RESULTS*

# »»» CUBBY INBOX RANGE

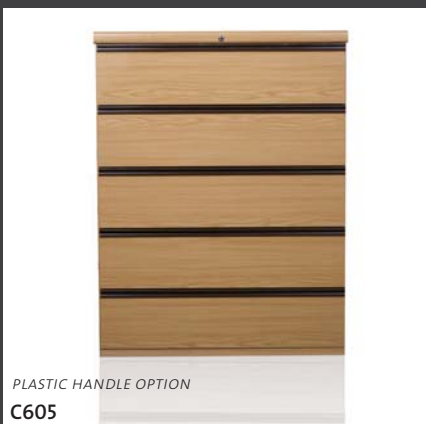
FILING STORAGE IS AN ESSENTIAL PART OF THE PLANNING OF AN EFFICIENT WORKSPACE. WITHOUT THE CORRECT OFFICE FURNITURE ONE CAN LOOSE VALUABLE FLOOR SPACE, UNATTRACTIVE OFFICE SPACES, AND OCCUPATION-ALLY HAZARDOUS AREAS OF FILING. THIS CAN ALL LEAD TO LOW PRODUCTIVITY.

WITH A RANGE OF PRACTICAL AND AESTHETICALLY GOOD LOOKING STORAGE UNITS OUR RANGE IS SURE TO INSPIRE YOUR FILING SPACE.



BRUSHED ALUMINIUM HANDLE OPTION

C604



PLASTIC HANDLE OPTION

C605

## TOP RETRIEVAL CABINETS

**FEATURES:** STORAGE UNITS ARE DESIGNED TO HOUSE FILE BOXES IN AN UPRIGHT POSITION. 15 FILE BOXES PER DRAWER=1.5M OF FILING. UNITS CAN BE MODIFIED BY USING ACCESSORIES TO ACCOMMODATE MOST OF YOUR OFFICE STATIONERY REQUIREMENTS, E.G. LEVER ARCH FILES, LAPTOP CASES, COMPUTER EQUIPMENT, MANUALS, BOOKS, BOUND PAPER, ETC.

**CATEGORY**

COLOUR COMBINATIONS:  
HANDLE OPTIONS:

**FINISH**

STANDARD MELAMINE AND VENEER OPTIONS.  
SILVER SINGLE OR DOUBLE HANDLES.  
PLASTIC HANDLES.

CODE	DESCRIPTION
C602	2 DRAWER TOP RETRIEVAL
C603	3 DRAWER TOP RETRIEVAL
C604	4 DRAWER TOP RETRIEVAL
C605	5 DRAWER TOP RETRIEVAL
C606	6 DRAWER TOP RETRIEVAL
C607	2 -5 DRAWER STD. SOLO CABINET
C608	4 DRAWER STD. STEEL CABINET

**NOTE:** VARIOUS COMBINATION CABINETS AVAILABLE ON REQUEST TO HOUSE SUSPENDED POCKETS, CD'S, LEVER-ARCH FILES ETC.



C604

“ORGANISATIONS NEED TO HAVE A SYSTEMATIC WAY IN WHICH THEIR IMPORTANT INFORMATION AND RECORDS ARE ORGANISED”



C607



C608

<b>CODE</b>	<b>DESCRIPTION</b>
C610	BASE PLATE FOR STANDARD UNITS
C611	BASE PLATE FOR SOLO & STEEL CABINETS
C612	FILE SUPPORT RACK
C613	DIVIDER BARS A4 LEVER ARCH
C614	DESK FILE ORGANISER
C615	UTILITY DRAWER ORGANISER
C616	SUSPENSION CRADLES



C614

# >>> CUBBY INBOX RANGE



M001B

## BULK FILING CABINETS

**FEATURES:** MOBILE UNITS OFFER OPTIMUM SHELF STORAGE. BULK MOBILE FILING SYSTEMS ALLOW FOR SECURE STORAGE OF LARGE VOLUMES OF DOCUMENTS AND VARIOUS SIZE ITEMS. UNITS ARE MANUALLY OPERATED EITHER WITH A WHEEL DRIVE SYSTEM OR A PUSH PULL HANDLE DESIGN. VARIOUS SIZES AND CONFIGURATION. WE WILL SURVEY THE VOLUME OF DOCUMENT TYPES AND PROPOSE THE MOST SPACE EFFECTIVE CONFIGURATION AT NO EXTRA CHARGE.

**CATEGORY** **FINISH**  
**COLOUR COMBINATIONS:** METAL OR WOOD CLADDING.  
 METAL CAN BE PERFORATED IN VARIOUS COLOURS, PLEASE ENQUIRE.  
 WOOD FINISHES, MAPLE, CHERRY, IMBUIA, MAHOGANY

CATEGORY	CODE	DESCRIPTION
MOBILE SYSTEMS	M001B	1,100 x 2,130 x 0.430 M VERTICAL BULK FILER
	M002B	2,200 x 2,130 x 0.430 M VERTICAL BULK FILER
	M003B	3,300 x 2,130 x 0.430 M VERTICAL BULK FILER
FREESTANDING BULK FILERS	M004F	1,100 x 2,130 x 0.430 M WITH LOCKABLE DOORS
	M005F	1,100 x 2,130 x 0.430 M WITHOUT DOORS
METAL SHELVING	M005S	5 SHELVES FREESTANDING METAL SHELVING
	M006S	6 SHELVES FREESTANDING METAL SHELVING
	M007S	7 SHELVES FREESTANDING METAL SHELVING
STATIONERY CUPBOARDS	S010	1,800 x 0,900 x 0,450 M FITTED WITH 4 SHELVES



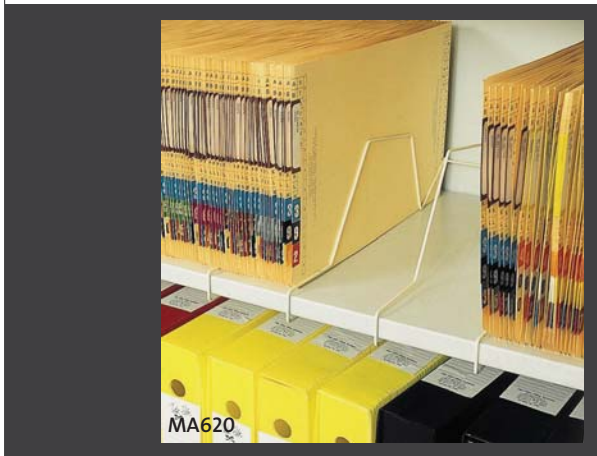
M002B

M006S





MA625



MA620

## ACCESSORIES

<b>CODE</b>	<b>DESCRIPTION</b>
MA620	WIRE RACK
MA621	METAL SHELF
MA622	PULL OUT WORKING SHELF
MA623	20 COMPARTMENT STATIONERY SORTER
MA624	LOCKABLE COMPARTMENT
MA625	PULL-OUT/STATIONERY/CD DRAWER
MA626	PULL-OUT CRADLE FOR SUSPENSION FILES
MA627	STEP STOOL WITH COLLAPSIBLE WHEELS



MA626



ELECTRONIC  
**INBOX**<sup>®</sup>



*LEADING ORGANISATIONS THROUGHOUT THE WORLD RECOGNISE THE NEED FOR ROBUST, RELIABLE AND FLEXIBLE SOFTWARE SOLUTIONS THAT WILL AUTOMATICALLY STORE, MANAGE AND ENSURE THE SECURE SHARING OF DOCUMENTS ACROSS THE DISTRIBUTED ENTERPRISE.*

*THE SUCCESSFUL IMPLEMENTATION OF THIS TYPE OF DOCUMENT MANAGEMENT SOLUTION IS PARAMOUNT TO THE STREAMLINING OF INFORMATION FLOW AND PROCESSES.*

*OUR SOFTWARE SOLUTIONS ADDRESS ALL ASPECTS OF DOCUMENT MANAGEMENT FROM IMAGING AND ELECTRONIC FORMS TO WORKFLOW.*

## *INGENIOUS FILING, INSPIRED RESULTS*

# >>> BROWSER BASED DOCUMENT SOLUTIONS

*OUR STRATEGIC PARTNERSHIPS WITH SYSTEMS INTEGRATORS ARE IMPORTANT TO PROVIDE THE DIVERSE RANGE OF INTEGRATED BUSINESS SOLUTIONS REQUIRED BY TODAY'S ORGANISATIONS.*

*LEADING ORGANISATIONS THROUGHOUT THE WORLD RECOGNISE THE NEED FOR ROBUST, RELIABLE AND FLEXIBLE SOFTWARE SOLUTIONS THAT WILL AUTOMATICALLY STORE, MANAGE AND ENSURE THE SECURE SHARING OF DOCUMENTS ACROSS THE DISTRIBUTED ENTERPRISE.*

*THE SUCCESSFUL IMPLEMENTATION OF THIS TYPE OF DOCUMENT MANAGEMENT SOLUTION IS PARAMOUNT TO THE STREAMLINING OF INFORMATION FLOW AND PROCESSES.*

*OUR SOFTWARE SOLUTIONS ADDRESSES ALL ASPECTS OF DOCUMENT MANAGEMENT FROM IMAGING AND ELECTRONIC FORMS TO WORKFLOW. OUR SUPPLIER PARTNERSHIPS HAVE PROVED THEMSELVES AS COMPLETE DOCUMENT MANAGEMENT SOLUTION SERVICE PROVIDERS.*

## **ELECTRONIC DOCUMENT WAREHOUSING**

*OUR SOFTWARE SOLUTIONS PROVIDES EASY SECURE ACCESS TO DATA AND DOCUMENT STORED IN A CENTRAL SECURE LOCATION WITHIN THE ORGANIZATION.*

*DOCUMENT ARE SEARCHED BY MEANS OF AN UNCOMPLICATED AND EFFICIENT CLIENT INTERFACE.*

*RESULTS ARE EASILY VIEWED, ANNOTATED AND PRINTED FROM THEIR CURRENT LOCATION WITH NO FILE MOVEMENT REQUIRED.*

## **KNOWLEDGE MANAGEMENT**

*COLLABORATION IS FACILITATED THROUGH A SERIES OF PERSONALIZED INBOXES. USERS HAVE THE ABILITY TO FORWARD DOCUMENTS WITHIN WORKGROUPS OR DIRECT DOCUMENTS THROUGH PREDETERMINED RULE BASED WORKFLOWS, ENFORCING PEOPLE – CENTRIC ROUTING AND APPROVAL OF DOCUMENTATION.*

*CONSECUTIVE COLLABORATION IS FACILITATED THROUGH REAL TIME CHAT AND WHITE BOARDING. ALL DOCUMENT ACTIONS AND ANNOTATIONS ARE SEAMLESSLY AUDITED AND STORED.*



“DOCUMENT MANAGEMENT MUST BE COMPLEMENTED BY RECORDS MANAGEMENT AS SOME DOCUMENTS ARE NOT WORTH KEEPING AT ALL. ALL ORGANISATIONS NEED ELECTRONIC RECORD KEEPING”

## ELECTRONIC FORM CONTROL

*ELECTRONIC FORMS ARE DISTRIBUTED, AUTHENTICATED AND MANAGED USING THE BUILT-IN E-FORM MODULE. OUR SOFTWARE SOLUTIONS REPLACE INTERNAL FORMS SUCH AS REQUISITIONS AND APPLICATIONS IN ORDER TO STREAMLINE COMMUNICATION AND REDUCES THE COSTS ASSOCIATED WITH PREPRINTED STATIONERY.*

## CONTENT MANAGEMENT

*OUR SOFTWARE SOLUTIONS FACILITATES THE AUDITING AND CONTROL OF THE CONTENT OF DOCUMENTS, BY MANAGING THE ORIGINAL FILES SUCH AS WORD DOCUMENTS OR EXCEL SPREADSHEETS. DOCUMENT REVISIONS ARE RECORDED AND ARCHIVED ALLOWING AN AUDITED ROLLBACK TO PREVIOUS VERSIONS.*

*OUR SOFTWARE SOLUTIONS ARE SUITABLE FOR BOTH THE MEDIUM AND LARGE DISTRIBUTED ENTERPRISE, WHERE SPEED, EASE OF USE AND SECURITY ISSUES ARE KEY.*

*OUR SOFTWARE SOLUTIONS ARE A THIN APPLICATION REQUIRING NO CLIENT SOFTWARE SIMPLIFYING DEPLOYMENT AND VERSION CONTROL.*

*OUR SOFTWARE PROVIDERS PARTNERSHIP WITH ADOBE AND EXPERTISE OF THE PDF FORMAT HAS ENSURED A SOFTWARE SOLUTION THAT EMBRACES THE NEEDS OF ALL CLIENTS.*

## FEATURES

- UNLIMITED DIVISIONS & CABINETS
- UNLIMITED SEARCHABLE INDEXES UP TO 255 CHARACTERS PER INDEX
- UNLIMITED FOLDERS WITHIN EACH CABINET
- FULL SQL REPORTING
- DOCUMENT LINKING
- ON DOCUMENT TEXT SEARCH
- REAL TIME ANNOTATION IN THE FORM OF NOTES, VOICE, DRAWING, VIDEO AND STAMPING
- REAL TIME ON DOCUMENT CHAT
- COMPLETE DOCUMENT AUDITING
- PREDETERMINED DOCUMENT WORKFLOWS
- REVISION CONTROL AND ROLLBACK CAPABILITY
- IMAGE AND FILE MANAGEMENT
- UNLIMITED E FORMS SUPPORT
- ENCRYPTION SECURITY

*INBOX FILING SYSTEMS ARE PROUDLY BROUGHT TO YOU BY LODE STONE DOCUMENT CONSULTING (PTY) LTD.  
THE CORE SERVICE OFFERING OF OUR CONSULTING SERVICE IS;*

- *FILE PLAN DESIGN, NATIONAL ARCHIVES COMPLIANCE AND ISO STANDARDS GUIDELINES.  
RECORDS MANAGEMENT PHILOSOPHIES*
  - *FILE CLASSIFICATION*
  - *RECORDS DEFINITION*
  - *RETENTION PERIOD GUIDELINES AND ARCHIVE RULES*
- *ON SITE FILE CONVERSION TEAMS TO FILE ACTIVE DOCUMENTS, ARCHIVING OF OLDER DOCUMENTS AND  
CREATION OF NEW FILES*
- *TRAINING ON BEST FILING PRACTICES*
  - *WHY SHOULD ORGANISATIONS HAVE A GOOD FILING SYSTEM*
  - *HOW TO SET UP A FILING SYSTEM*
  - *FILING PROCEDURE AND MAINTENANCE*

*PLEASE VISIT OUR WEBSITE FOR FURTHER DETAILS. [WWW.LODESTONECONSULTING.CO.ZA](http://WWW.LODESTONECONSULTING.CO.ZA)*

*PROUDLY BROUGHT TO YOU BY LODE STONE DOCUMENT CONSULTING (PTY) LTD.  
FOR FURTHER ENQUIRIES TO OUR EXTENSIVE PRODUCT AND SERVICE RANGE PLEASE CONTACT US.*

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